

IN REPLY REFER TO  
FILE NO.

To: Michael Bridges  
Undersecretary

From: Susan Pellegrin *SP*  
Human Resources Director

Subject: SCHR Recommendations

Date: December 18, 2008

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1. To approve the Transportation Planning & Safety Section's request to reallocate Jacqui Sanchez's position from IT Geographic Senior Support Analyst (TS 312) to IT Geographic Technical Specialist DCL (TS 314) due to an increase in both scope and technical difficulty of duties associated with GIS mapping.
2. To deny the Materials Testing Section's request to reallocate Falena Price's position from Administrative Program Specialist A (AS 613) to Administrative Program Specialist C (AS 615), but rather, to approve reallocation to Administrative Program Specialist B (AS 614) based upon comparisons with other positions throughout DOTD. The requested job title is Non-Delegated and will, therefore, be submitted to Civil Service for allocation.
3. To deny the Alexandria District's request to reallocate Gretchen Ferguson's position from Engineering Technician 5 (TS 310) to Engineering Technician DCL (TS 312). The SCHR recommends approving a 5% temporary base pay adjustment for duties performed as Debris Field Operations Management from September 1, 2008 until the Emergency Operations Section's unclassified Debris Manager is filled.
4. To approve the Bridge City District's request to reallocate Lynette Breaux's position from HR Analyst B (AS 613) to HR Analyst C (AS 615) based upon responsibility for all HR actions for the Houma Sub-District. The requested job title is Non-Delegated and will, therefore, be submitted to Civil Service for allocation.
5. To deny the Traffic Services Section's request to grant Darrell Johnson, Traffic Services Construction/Maintenance Manager (WS 219), a 5% optional pay adjustment for performance of ERP/MMS duties regularly assigned to an Engineering Technician DCL (TS 312) in Section 42 while the incumbent is detailed to LaGov.

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6. To deny the Office of Engineering's request to grant Toby Picard, Engineer 6 DCL (TS 317), a 5% lump sum optional pay adjustment for serving as the Department's State Surplus Funds Manager.
7. To approve the Bridge Design Section's request to establish a new Engineer 6 DCL (TS 317) to serve as the Department's expert on electrical movable bridge design expert.
8. To defer action on the Bridge City District's request to implement Special Entrance Rates for Accounting Specialist 1 and Accounting Specialist 2 due to recent employee transfers to CCCD Accounting Specialist positions. HR will conduct research and present information on the continued need for SERs at CCCD at the January 2009 meeting.
9. To amend PPM #21, Substance Abuse & Drug-Free Workplace Policy, to clarify return to duty drug testing requirements and DOTD's practice to allow employees who separate from the Department due to a positive drug test to be considered for re-employment after 12 months from the date of separation.

The SCHR members were also provided with a copy of HR's timeline to address retention issues within the Transportation Permits Specialist and Weight Enforcement Officer job series, in accordance with DOTD's Employee Retention Plan. Finally, the SCHR members were advised of potential changes to the allocation criteria for the DOTD Engineering job series. This discussion was postponed indefinitely and will be revisited at a future date. Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.

Attachment